

# The TDY Travel Desk Guide

***To assist Travel Orders Issuing officials, people who prepare travel orders, and Coast Guard Travelers.***

***Volume 1, Issue 1***

***January 1999***

## Greetings from the HRSIC Travel Business Line

- The desk guide has been developed to answer many common travel questions and give you step-by-step procedures in the travel process. We want you and your coworkers to refer to it and receive satisfactory assistance.
- Our mission is to ensure proper travel settlements to Coast Guard Travelers in an accurate and timely manner. If we hit or miss the mark - - let us know!

## For Process Improvements or Suggestions call:

LT Craig Weltman	Manager	785-295-2265
CWO Howard Wiebler	Assistant Manager	785-295-2264
YNC Al Wiggs	CAT Supervisor	785-295-2258
YNC Charlie Peters	Training Supervisor	785-295-2240
YNC Chuck Garrison	EC Supervisor	785-295-2202
YNC Ron Derrick	WC Supervisor	785-295-2237
YN2 Malissa Ferguson	Civilian PCS Technician	785-295-2209
YN3 John Candes	Industrial TVL Claims	785-295-2262
YN3 Andrew Wachter	Industrial TVL Claims	785-295-2232

Human Resources Service and Information Center  
Topeka, KS

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## **HRSIC Travel Customer Network**

This assistance network promotes the partnership needed to assist travelers and unit administrative personnel with inquiries regarding travel policy, procedure, claim preparation, status, and settlements. The HRSIC (TVL) toll free claims assistance number is intended for members and employees who do not have access to an FTS phone system, or to call from home, and can be reached by dialing  
**(1-888-872-4885)**  
**(1-888-USCG-TVL)**

### **Claims Assistance Team (CATS)**

The Claims Assistance Team deals directly with all of the following:

- Travelers
- Order Issuing Activities
- Travel Budget Managers
- Personnel that prepare Travel Orders
- Travel Pay Non-Receipt Issues

### **The numbers:**

#### **Voice**

785-295-2250, 2258, 2251

**East Coast Liaison:** 785-295-2204

**West Coast Liaison:** 785-295-2221

#### **Fax**

785-295-2940

**SWIII:** Global Address: HRSIC-TVLCST  
FLASTNAME@hrsic.uscg.mil  
**E-Mail:** **SWII:** CSTVL/HRSIC15  
F.LSTNAME/HRSIC@MAILANT.USCG.MIL

### **West Coast Team (WC)**

The West Coast Team customers are all travelers stationed within the geographic boundaries of :

Y <b>CGD17</b>	Y <b>CGD8</b>
Y <b>MARSEC</b>	Y <b>CGD9</b>
Y <b>FESEC</b>	Y <b>CGD11</b>
Y <b>PACAREA</b>	Y <b>CGD13</b>
Y <b>MLCPAC</b>	Y <b>CGD14</b>

Y **Headquarters (COMDT, CG  
PERSCOM, & HSC)**

### **The numbers:**

#### **Voice**

785-295-2223, 2237, 2222, 2227

#### **Fax**

785-295-2835, 2960, or 2836

### **Mail Claims To:**

**Commanding Officer (TVL-WC)  
Human Resources Service &  
Information Center  
PO Box 3552  
Topeka, KS 66601-3552**

### **East Coast Team (EC)**

The East Coast Team customers are all travelers stationed within the geographic boundaries of :

Y <b>CGD1</b>	Y <b>LANT AREA</b>
Y <b>CGD5</b>	Y <b>MLCLANT</b>
Y <b>CGD7</b>	units
Y <b>Europe</b>	Y <b>GANTSEC</b>

### **The numbers:**

#### **Voice**

785-295-2212, 2214, 2202, 2219

#### **Fax**

785-295-2837 or 2976

### **Mail Claims To:**

**Commanding Officer (TVL-EC)  
Human Resources Service &  
Information Center  
PO Box 3551  
Topeka, KS 66601-3551**

### **FINCEN Helps Traveler's too**

With the FINCEN toll free travel payment disbursing number a members travel payment status can be obtained. By entering their SSN the member receives the payment status of their last five travel claims.

CG Travelers  
**(1-800-564-5504)**  
OUTCONUS CG Travelers  
**(757-523-6940)**

### What Travel Voucher form should travelers use?

Answer: With the changes in travel regulations, the use of Travel Voucher Form DD-1351-2 (Aug 97) version helps clarify a travelers status and greatly facilitates settlement of travel claims.

These forms are available on both SWIII and SWII at the following locations:

**SWIII:** Jetform Filler

**SWII:** For the CTOS version call Barbara Davis at (202) 267-2362

The oldest version DD-1351-2 (Jan 1978) **shall not** be used.

### Easier Supplemental Travel Claim SUBMISSION PROCEDURES

Goal: Reduce time, effort, and handling of travel claim rework caused by simple oversights.

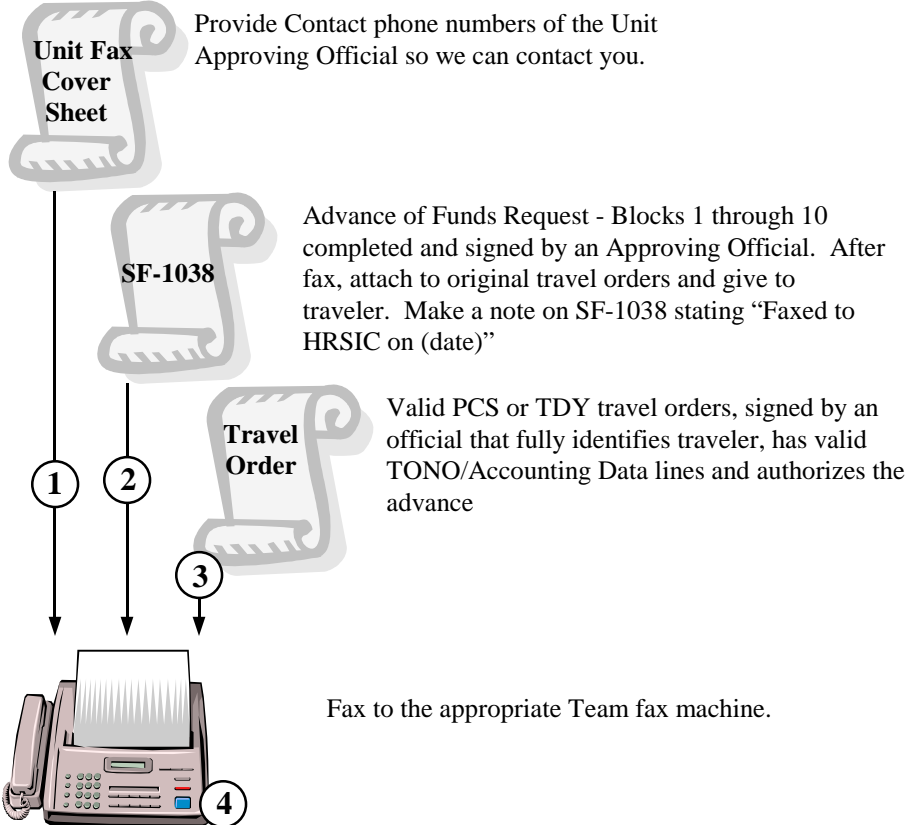
Call the CAT Team for assistance



	If	Then
1	The Travel Business Line missed a claimed reimbursable expense or made a settlement error...	The claimant should contact CAT. No additional paperwork is necessary! We own up to our mistakes and will initiate supplemental action by your phone call to ensure you get accurately reimbursed. Unfortunately, we must deny expenses that are without required receipts (lacking substantiation).
2	<b>DD-1351-2 Travel Data Oversight;</b> claimant failed to complete a block or itemize necessary travel-related expenses on the travel voucher...	The claimant should contact CAT for service. The claimant must retrieve a copy of their original DD-1351-2 and complete the following: 1 Write "SUPPLEMENTAL" and today's date in block 3.c. 2 In block 22 explain and write in the missed reimbursable item and cost. 3 Claimant will sign beneath entry. 4 Claimant will have their Supervisor "ADMIN REVIEW" the supplemental: sign and date. 5 FAX the supplemental to CAT.
3	<b>Lodging</b> Expenses were denied because authorized reimbursable lacked the required lodging receipt...	The claimant should contact CAT and thereafter FAX a legible copy of the lodging receipt or signed lost statement that includes: Y name & address of lodging facility; Y dates lodging obtained and the daily cost incurred; and Y whether or not the room was shared.
4	<b>Transportation</b> or <i>Other</i> Expense Denied - an <i>approved</i> authorized reimbursable lacked the required receipt (rental car, airfare or form of payment data) valued at \$75.00 or more...	The claimant should contact CAT and thereafter FAX a legible copy of the receipt or signed lost statement showing item purchased, cost and form of payment.
5	<b>TRAVEL ORDER DID NOT AUTHORIZE THE EXPENSE.</b>	Explain situation to your boss, and if applicable, have Travel Orders amended by proper authority and follow steps in item 2 above.
6	A claimed expense is denied by HRSIC (Tvl) because it is <b>NOT</b> travel-related.	Prepare an SF-1164 and submit to your Unit Supply Officer/Comptroller and request reimbursement.

## Processing Travel Advances via FAX

Follow these steps and sequence.



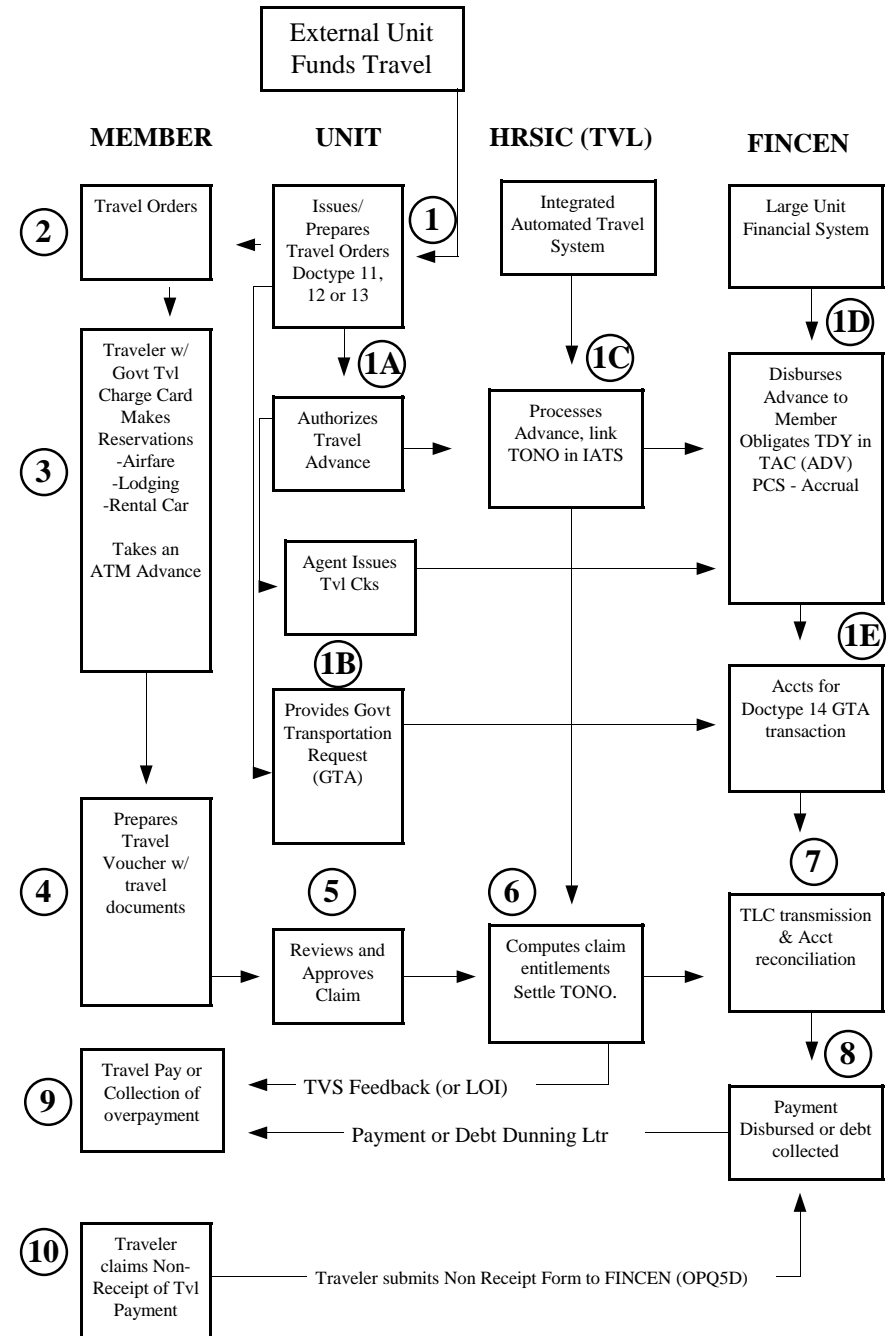
After faxing, check the communications result and keep it as a confirmation.



Advances are processed within 30 hours of receipt. If status needs to be checked, call CAT. Payment should be received within 7 working days.

**Note: To avoid duplicate payments, do not Fax the same request more than once and do not mail it to HRSIC (TVL).**

## Travel Process Flowchart



## What TDY Expenses are Reimbursable?

There are two basic groups: (1) Allowable expenses that must be (a) preauthorized and (b) stated on orders; and (2) necessary misc. expenses incident to travel.

**Here is a list of expenses that are allowable pursuant to Travel Orders.**

Y Lodging:

- TDY duration greater than 12 hours
- **Taxes for INCONUS lodging are excluded from the total lodging expense and should be claimed as a reimbursable expense.**
- A receipt or signed lost receipt statement is required for all claimed lodging expenses.

Y Communication Services must be preauthorized on orders to allow reimbursement for long distance, data, or fax calls.

Y Rental Vehicle and Fuel must be preauthorized on orders to include the specific size vehicle allowed:

Authorized rental vehicle sizes correspond with the number of occupants.

1-2 authorized occupants - Compact car

3-4 authorized occupants - Midsize car

5 or more authorized occupants - Full size car or van.

Y Passport and/or Visa fees per COMDTINST 4650.9C must be preauthorized.

Y Authorization to travel via POC when that mode is more advantageous to the Government. Cost formula and Criteria found at 3305, CG Supplemental to the JFTR, CI M4600.

Y ATM usage cannot exceed the amount authorized on the orders.

Y Ombudsman Child Care Services per CI 1750.4B must be preauthorized on invitational order to Ombudsman.

Y Registration/Seminar/Conference Fees (i.e. meeting room, audio visual costs, and other conference related admin fees) must be preauthorized on orders for reimbursement and require a receipt if cost is \$75.00 or more.

Y Actual Expense must be stated on the orders or the member will not receive the entitlement. Each trip must be authorized by date.

Here is a listing of allowable necessary misc. expenses incident to travel. (See Part F, JFTR, Misc. Reimbursable Expenses).

Describe and list these expenses on the Travel Voucher, DD-1351-2 (Aug 97):

- Cost of Travelers Checks - Block 18 Commercial Ticketing Office service and processing for service charge
- POC Mileage - Blocks 15f and 16.
- Parking - Block 18
- Transit, service charges, and taxes - Block 18
- Tolls, faxes, etc. - Block 18.
- **INCONUS Daily Lodging Taxes - Block 18**

## What Daily Expenses can be reimbursed by HRSIC (TVL)?

By the functional authority outlined in the FINCEN SOP, HRSIC (TVL) can only process travel-related expenses, i.e., those expenses associated with TDY travel, as broadly stated here:

- Transportation related (Fares, to, from, and around TDY/PDS site).
- Trip Preparatory Expenses (Admin fees, ATM fees, etc.)
- Reimbursement for specified entitlements as the Travel Order Issuing Official directs (i.e., Communication Services, Rental Vehicles, and Seminar or Conference Registration Fees, etc.)

## Expenses that CANNOT be paid by HRSIC (TVL)

Simply, any item not related to travel will be denied.

- Personal Items such as: flowers, postage stamps, pet fees, uniform items, health or medical expenses, movies, food expenses in excess of M&IE rate.
- Mission-related items: These expenses must be paid through your Supply Office: film, camera purchase, duplicating/copy fees, uniform items, books, office supplies, etc.
- Do not claim provided Government Transportation Requests/Accounts. (GTR/A)

**Notice:** Any and each of the above expenses must be described/listed on the Travel Voucher to effect reimbursement.  
RECEIPTS ARE MANDATORY FOR: (A) All lodging claims, and (B) any claimed expense \$75.00 or over.

## Preparing TDY Travel Orders - Simplified Plain Paper Approach that Achieves Travel Claim Settlement:

Regardless of what form or format is used to create the TDY order, there are several questions that need to be answered by the information contained in the TDY Order.

WHO is being ordered to travel...	Fully identify the traveler and their Permanent Duty Station (PDS); (need SSN) or citizenship if not US citizen.
WHAT the traveler intends to accomplish...	State the purpose or objective of the travel.
WHERE is the travel to be performed...	Provide the name of the unit or the TDY locality that is being visited (City, State, [or County]). The locality effects the per diem rate!
HOW is the travel to be performed...	Direct what type of transportation methods will be used by the traveler to: (1) get to/from the TDY site, and (2) methods of travel at the TDY site.
WHAT GOVERNMENT FACILITIES are available at the TDY site... (Direct use of Government Mess)	When available, travelers should be directed to use Government Quarters and Messing facilities. If no Government facilities, the commercial per diem rate applies - State the per diem rate.
WHAT is the travel cost estimate.	Cost estimates are formulated by adding: (1) all air fares, mileage, transportation expenses, and (2) multiplying the number of TDY days times the locality per diem rate.
PROVIDE TONO and Accounting Lines	To be reimbursable, the travel expense(s) must be chargeable to a unit accounting string and a Doctype 11 - TDY Travel Order Number; or Doctype 13 - Blanket/Repeat TONO assigned.

## STANDARD STOCK ENTRIES FOR ALL TRAVEL ORDERS:

- Y The travel order must indicate WHAT specific expenses are authorized. See reimbursable section and be PRECISE!
- Y If a travel advance is warranted, it must be authorized on orders

STEP	ENTRY
1	The <b>purpose and justification</b> for travel (see Block 9a).
2	Type TDY Quarters Directed: (Indicate what is applicable: either Government or Commercial).
3	Type TDY Messing Directed: (Indicate what is applicable: either Government Rate, Proportional Rate, Commercial Rate, or No Per Diem or Reduced Per Diem of \$____ IAW COMDT (G-WPM-2) ltr 4600 of (date).)
4	The <b>mode of travel</b> authorized (direct or explain what transportation will be used) If needed, authorization for a rental car; include the size: Y <b>If car size is other than a compact, include justification.</b>
5	Whether or not the traveler <b>has a Government Travel Charge Card</b> and the <b>amount of advance authorized.</b>
6	Any special instructions to the traveler (where to report, security clearance, etc.) If order is funded by an agency other than the USCG, include agency name, unit, department, phone number, billing address and <b>Reimbursable Agreement Number</b> (RAN) as obtained from FIN-CEN (OGR). Attach copy of that agency authorization.

**Note:** When travel orders do not direct the Government Meal Rate, or Proportional Meal Rate, or a Reduced Per Diem Rate, the settlement will result in the locality M&IE rate being paid. (See U4125-A3g, JFTR for “deductible meals”).

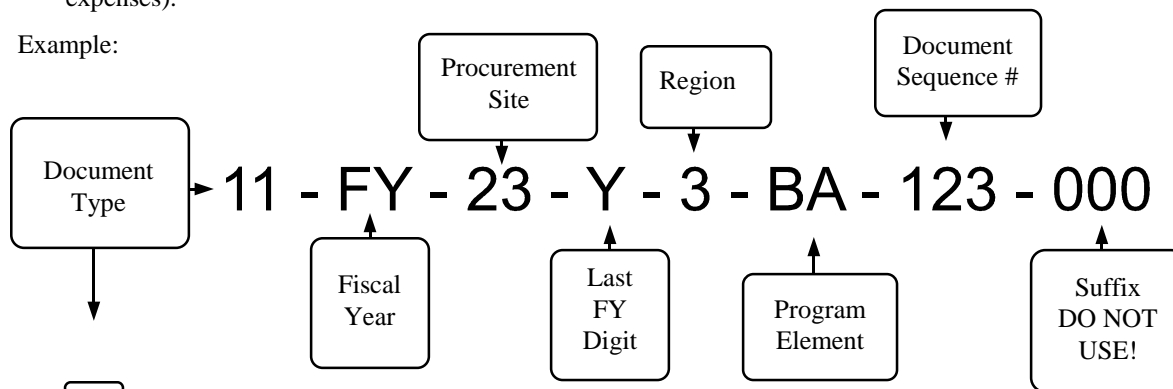
## Document Identification Numbers (Known as TONOS) and DAFIS Accounting Strings

### Professional Guidance

Finance Center SOP, Appendix C {Travel and Transportation}  
<http://cgweb.hsc.comdt.uscg.mil/g-c/g-cfp/finance/sop/toc.htm>

- Y A written order, along with TONO/Accounting String, is required for reimbursement of expenses incident to official travel. Each travel order or local mileage claim (SF-1164) requires two distinct lines: (1) TONO, and (2) DAFIS Accounting String.
- Y Document Types, in order to reimburse a member for travel expenses, the travel order **must** possess one of these types (Reservists take note: Doc Type 72 (milpay) TONO cannot reimburse travel expenses).

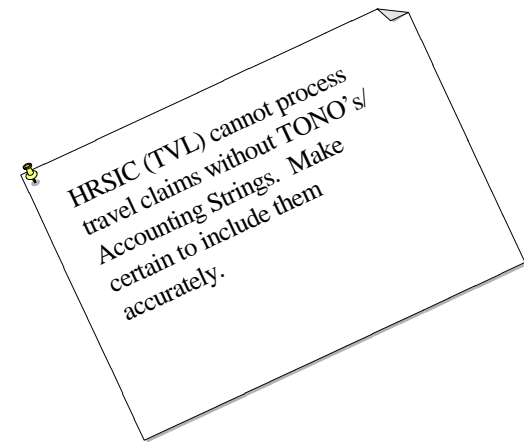
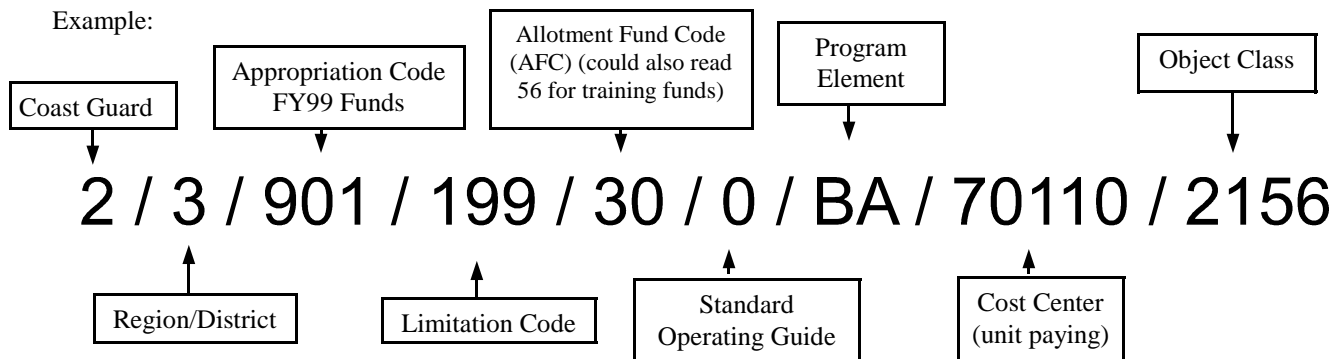
Example:



- 11 TDY - for one trip only (also used for local mileage claims)
- 12 PCS - Permanent Change of Station Orders
- 13 Continuous/Blanket TDY orders for a month, QTR, or year.

Y DAFIS Accounting String: This info records what account will be charged.

Example:



An area that delays a claim is when the **Allotment fund code is "80" (vice 30 or 56)**. That means you are on TDY with another Government Agency and they are paying for that TDY. In this case, you must obtain a Reimbursable Agreement Number (RAN) from FINCEN prior to travelling. The point of contact at FINCEN for obtaining your RAN is Susan Belcher at (757) 523-6890  
Note: Coast Guard TONO's and accounting strings are still used in this process for these claims.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-4251 (TEST)		<b>MILITARY TEMPORARY ADDITIONAL DUTY (TAD) OR CIVILIAN TEMPORARY DUTY (TD) REQUEST AND TRAVEL ORDER</b>				SOCIAL SECURITY NO.  123-45-6789	
When signed by Authorizing Official, this form becomes an Official Travel Order. Request below named person be authorized to perform the following TAD/TD on official business of the Coast Guard							
1 NAME  COASTY, JOSEPH A.		2 GRADE/RATE  BM1/E-6		3 DIV/BRANCH  MARINE SAFETY		4 EXT  DUTY PHONE #	
5 DEPARTURE DATE  06MAY99		6 ESTIMATE DAYS ABSENT  20 DAYS		7 ESTIMATED COST  \$1,500.00		8 REPEAT TRAVEL ORDERS FOR THE PERIOD FROM <u>BLANKET</u> TO <u>TVL DATES</u>	
A Command, District, Firm or Organization (List in sequence)				B LOCATION		C DATE/TIME (If critical)	
9 Places to visit 1. LIST EACH TDY DESTINATION & PURPOSE FOR TVL STATE PURPOSE FOR TVL HERE OR IN REMARKS - (IE. SHIPBOARD, FIELD, INPATIENT, TRAINING) *CHANGES TO THIS ITINERARY MUST BE DOCUMENTED WITH AMENDMENT TO ORDERS, SIGNED BY ORDER ISSUING AUTHORITY.				CITY, STATE (COUNTY)		2400, 06MAY99 OR IF BLANKET ORDERS: TYPE (MONTHLY, QUARTERLY, ANNUAL)	
10 REQUEST A REGIS FEE \$ <u>U4535</u> <input type="checkbox"/> NOT APPVD <input type="checkbox"/> NOT AUTH B EXCESS BAGGAGE ( <u>U3610</u> LBS) C LOCAL TRAVEL-TAXI <u>U3400</u> D 1ST CLASS JET <u>U3125B-3</u> E U-DRIVE/GSA VEHICLE <u>DON'T USE</u> F DAYS LEAVE				11 MODE OF TRAVEL <input type="checkbox"/> GIR ISSUED <input type="checkbox"/> NOT APPVD <input type="checkbox"/> NOT AUTH <input type="checkbox"/> COMMERCIAL CARRIER <u>U3125 JFTR</u> <input type="checkbox"/> GOVT CONVEYANCE <u>U3200 JFTR</u> <input type="checkbox"/> PRIVATELY OWNED CONVEYANCE <u>U3300 JFTR</u> MILEAGE NIE GIR COST (\$ <u>U3305 JFTR</u> ) <input type="checkbox"/> It has been administratively determined that this method of travel is more advantageous to the Government, IAW JTR, IM204 5 b <input type="checkbox"/> The total cost to the Government, including per diem, does not exceed the total cost of travel by common carrier, including per diem (Citizens only) <u>DON'T USE</u>			
12 PURPOSE OF TRAVEL AND JUSTIFICATION(S) FOR REQUIREMENTS CHECKED IN ITEM 10, AND/OR 11 2. STATE TYPE OF TDY QUARTERS DIRECTED (INDICATE EITHER GOVT OR COMMERCIAL) 3. STATE TYPE OF TDY MESS DIRECTED (GOVT RATE, PROPORTIONAL RATE, COM RATE OR NO PER DIEM) 4. STATE TRANSPORTATION MODE DIRECTED IN BLOCK 11 OR IN REMARKS. AUTHORIZED RENTAL VEHICLE <u>NO</u> , <u>YES</u> . RENTAL SIZE AUTHORIZED <u>IAW U3415 JFTR</u> . 5. MEMBER DOES/DOES NOT HAVE GOVT TRAVEL CHARGE CARD. ADVANCE TRAVEL \$ <u>AUTH</u> . 6. OTHER ENTRIES: *REDUCED PER DIEM APPLIES \$ <u>IAW COMDT (G-WPM-2) LTR 4600 OF (DATE)</u> . *IAW U4210 & U4215 JFTR, AUTHORIZED ACTUAL EXPENSE FOR (DATES) NOT TO EXCEED (150% OR 300%) OF LOCALITY PER DIEM RATE. *AUTHORIZED COMMUNICATION SERVICES <u>IAW U4505 JFTR</u> . RECEIPTS ARE REQUIRED FOR ALL LODGING, AIRFARE, RENTAL VEHICLES & EXPENSES \$75 OR GREATER.							
13 DATE  30APR99		TRAVEL REQUESTED BY (Signature and Position Title)  JOSEPH A. COASTY (SIGNATURE REQUIRED)					
14 Except as noted, TAD/TD is approved and chargeable below				15 Funds available for request as estimated below			
DIST	APPN CODE	LIM CODE	ALLOT FUND	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	ESTIMATED COST
				ACCOUNTING FOR EXAMPLE ONLY			
2P	801	199	560	BJ	70850	2151 11 99	\$1,500.00
14a DATE 30APR99		SIGNATURE (Approving Official) APPROVING OFFICIAL				15a DATE 30APR99	
						SIGNATURE (Accounting Division/Branch) USUALLY UNIT FUNDS COORDINATOR	
16 Authorized Civilian mileage (See DOT Travel Manual, 1500 6, Appendix C) <input type="checkbox"/> NONE <input type="checkbox"/> NTE COST BY COMMON CARRIER INCLUDING PER DIEM				17 Authorized CIVILIAN per diem (See DOT Travel Manual, 1500 6, Appendix D/Chapter 4, respectively) <input type="checkbox"/> PLUS LODGING NTE <input type="checkbox"/> TRAVEL OF 24 HOURS OR LESS <input type="checkbox"/> NONE <input type="checkbox"/> OTHER (Specify) BLOCKS 16 & 17 CIVILIAN TRAVEL ONLY			
DATE 30APR99		SIGNATURE (Authorizing Official, Items 16 & 17)					
18 FROM TO COMMANDER, COAST GUARD GROUP ANYWHERE BM1 JOSEPH A. COASTY, USCG(R) 1 Except as noted, the approved TAD/TD is authorized and directed. Proceed and report to the places and in the order listed in Item 9, above. Deviations should not be made to visit places or areas not listed in Item 9, above, without prior written or verbal orders from proper authority. Upon completion of the TAD/TD directed, return to this command and resume your regular duties. (Military per diem is authorized as prescribed in Joint Travel Regulations)							
DISTRIBUTION PROVIDE THESE ORIGINAL ORDERS WITH YOUR DD FORM 1531-2 FOR REIMBURSEMENT OF ENTITLEMENTS. COPY DISTRIBUTION: (MEMBER) (FIELD UNIT) (TDY UNIT) & (ORDER ISSUING AUTHORITY).							
19 DATE 30APR99		SIGNATURE (Authorizing Official) COMMAND AUTHORIZING OFFICIAL (SIGNATURE REQUIRED)					



## Blanket Orders

### Reference:

- Section 2-B and Appendix E, Pay and Personnel Procedures Manual (3PM), HRSICINST M1000.2A
- DAFIS Document Type 13 Procedures, page 12C-19, FINCEN SOP contains guidance on the preparation of Blanket Travel Orders.

To assist Order Issuing Officials in producing an up to date Blanket order that encompasses the broad scope of Travel requirements, we can provide a fax or e-mail image of sample orders upon request. The requirements for these types of orders are:

- Y Be an order for an individual traveler (no groups)
- Y Define the travel time period covered by inclusive dates.
- Y Define the geographic area in which travel can be performed.

Order Issuing Officials (OIO) will periodically have to amend blanket orders for a particular trip to authorize certain entitlements that can be authorized only on a case-by-case basis, such as Actual Expense Allowance (AEA), use of a larger rental vehicle or van, excess baggage, etc.

For Blanket Order travel claims, please follow these procedures to insure prompt claim settlement:

- Y Order Issuing Officials shall retain and hold all original blanket orders.
- Y Each blanket order must contain a remark indicating where the original blanket order is held/filed in order for HRSIC (TVL) Auditing Officials to recall the authorization. Example: “The original of this Blanket Order is held by CCGD12 (M), at (phone number).”
- Y Provide the traveler with a sufficient amount of signed copies of the blanket order, marked and individually authenticated as “CERTIFIED TO BE A TRUE COPY.”
- Y The frequent traveler, in order to submit a claim, must attach a “CERTIFIED” copy of the blanket order with each travel voucher/claim submission (along w/necessary receipts). Processing of any travel voucher/claim received without a copy of the blanket order will be delayed because the claim will be returned to traveler without action or held until the order is received.

## Assemble Claim

- First - Voucher DD1351-2 (Aug 97)
- Second - Itemized Receipts
- Third - Orders
- Fourth - Amendment to Orders

Staple package  
securely!



## Administrative Review Checklist:

NO.	Question	Initials
1	Is the <u>method of payment</u> selected in block 1? Is the <u>type of payment (TDY/PCS)</u> selected in block 2? Split disbursement is not in current use.	
2	Is the name (block 4), rank (block 5) and SSN (block 6) complete and legible?	
3	Is there a complete mailing address listed in blocks 7a through d (including zip code <b>regardless of the method of payment selected?</b> )	
4	Is there a correct duty phone number listed in block 8 for daytime contact?	
5	Is the Travel Order Number (TONO) listed in block 9 properly? (This must be 13 characters followed by '000' for a total of 16 characters) Industrial travelers may disregard this verification.	
6	If advances were charged to the orders (Government), are they listed in block 10? ( <u>Make sure advances charged to the MBR's Government Travel Charge card are not listed here!</u> )	
7	Do the dates in the Itinerary section (block 15a) agree with the orders?	
8	Have the correct codes for <u>Mode of Travel</u> (block 15c) and <u>Reason for Stop</u> (block 15d) been entered and do they agree with the orders? See page 11 of this guide for the appropriate codes.	
9	If POC is authorized and used: a) Is the mileage recorded in block 15f. b) Has the correct block been checked in section 16 (Owner/Operator or Passenger)?	
10	Reimbursable Expenses (block 18): A) Has total cost of lodging been entered and an <b>original itemized receipt</b> attached? B) If rental vehicle is authorized has the total been listed and the <b>original itemized rental contract</b> attached? C) Have all reimbursable expenses been listed and for those <b>\$75 or over</b> , are they supported by receipts?	
11	If additional travel was performed, have the orders been appropriately amended?	
12	If <b>proportional per diem</b> applies: Do the orders authorize the appropriate days? If member was expected to use government messing did the orders "Direct" use?	
13	If leave was authorized in conjunction with this travel, has the complete leave information been entered in block 29 (reverse side of DD-1351-2)?	
14	For phone call reimbursement, have communication services been approved by the order issuing activity on the travel orders or in an appropriate amendment?	
15	You are the Approving Official: Print or type your name, rank, and telephone number in block 21a. Sign and date the claim in blocks 21a and b.	
16	The claim package consists of the ORIGINAL claim and orders (+ 1 copy) and the ORIGINAL receipts (staple the package together; do not use paper clips; do not fold). Mail to HRSIC (TVL) using appropriate mail stop code and PO Box number, located on page 2.	

## Processing Local Travel Claims (SF-1164)

HRSIC (TVL) can only process travel-related expenses, i.e., those expenses associated with Local Travel, as broadly stated here:

- Y Transportation related (To, from, and around TDY site, PDS, or official local business)
- Y Trip Preparatory Expenses (Admin fees, ATM fees, etc.)
- Y Reimbursement for specified entitlements as the Travel Order Issuing Official directs (i.e., Communication Services, Rental Vehicles, and Seminar or Conference Registration Fees, etc.)

HRSIC processes those expenditures that fall under code “A” (Local Travel) of the SF-1164. These local travel expenses may be described as:

- Y Official Travel
- Y Using a Privately Owned Vehicle
- Y Mileage Reimbursement
- Y Public Transportation (i.e., taxi fares as approved for local business)

Travelers can claim, when **itemized**, and if such expenses were required in the conduct of their authorized local travel the following:

- Y Associated ferry and or bridge and road tolls
- Y Phone or cellular calls
- Y Parking fees
- Y Actual cost of an occasional meal (when it is determined that the member was required to procure a meal at personal expense outside the permanent duty station limits (TDY within the local area of the PDS but outside the PDS limits))

NOTE: Do not use SF-1164 if overnight lodging was required. Submit DD-1351-2 (Aug 97) with TDY orders.

Provide Accounting for SF-1164's!

- A Tono (11 document number)
- A Unit fund accounting string or HRSIC (TVL) cannot process.

<b>CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS</b>		1 DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE USCG GROUP SOMEWHERE	2 VOUCHER NUMBER
			3 SCHEDULE NUMBER
Read the Privacy Act Statement page 2 of this form			<b>5. PAID BY</b>
<b>4</b> <b>C</b> <b>L</b> <b>A</b> <b>I</b> <b>M</b> <b>A</b> <b>N</b> <b>T</b>	a NAME (Last, first, middle initial)	b SOCIAL SECURITY NO	
	DOE, JOHN D. BM1/E6 (Military or Civilian)	123-45-6789	
	c MAILING ADDRESS (Include ZIP Code)	d OFFICE TELEPHONE NUMBER	
	PO BOX 111 SOMEWHERE, VA 12345-6789	555-123-4567	

**6. EXPENDITURES** (If fare claimed in col (g) exceeds charge for one person, show in col (h) the number of additional persons which accompanied the Claimant )

DATE 1998	C O D E	Show appropriate code in col (b) A - Local travel B - Telephone or telegraph, or C - Other Expenses (itemized)	MILEAGE RATE .325 \$ NO OF MILES (e)	AMOUNT CLAIMED				
				MILEAGE (f)	FARE OR TOLL (g)	ADD PER- SONS (h)	TIPS AND MISCEL- LANEOUS (i)	
(a)	(b)	(c) FROM	(d) TO	(f)	(g)	(h)	(i)	
06OCT								
06OCT	A	GROUP SOMEWHERE	STATION ANYWHERE	73	23.73			
06OCT								
06OCT	A	STATION ANYWHERE	GROUP SOMEWHERE	73	23.73			
09OCT								
09OCT	A	HOME	ISC ELSEWHERE	127	41.28			
09OCT								
09OCT	A	ISC ELSEWHERE	HOME	127	41.28			
09OCT								
09OCT	A	PARKING FEE AT AL'S	PARKING FOR 3 HRS		0.00		3 00	
		WHEN STARTING LOCAL TRAVEL AT HOME, ADD THIS		0.00				
		STATEMENT. (APPLIES TO ALL MEMBERS)		0.00				
		"I CERTIFY THAT THE COMMUTING DISTANCE FROM		0.00				
		TO PDS (ONEWAY) BY THE USUALLY TRAVELED ROUTE		0.00				
		IS ( ) MILES."		0.00				
If additional space is required continue on page 2			SUBTOTALS CARRIED FORWARD FROM THE BACK					
<b>7. AMOUNT CLAIMED</b> (Total of cols (f), (g) and (i). ) 133.02			<b>TOTALS</b> 400 130.02 0.00 0 3 00					

8 This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: if long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)		10 I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me. <i>Sign Original Only</i>	
APPROVING OFFICIAL SIGN HERE J.S. SMITH, YN1, USCG		DATE 98OCT27	
9 This claim is certified correct and proper for payment. <i>Sign Original Only</i>		11 CASH PAYMENT RECEIPT	
AUTHORIZED CERTIFYING OFFICER SIGN HERE J.S. SMITH, YN1, USCG		DATE 98OCT27	
		12 PAYMENT MADE BY CHECK NO	

ACCOUNTING CLASSIFICATION  
11/99/1234XX265000  
2/7/901/123/30/0/XX/12345/1234